

Discussion of a Code of Conduct for the Committee on Accreditation May 2011

Overview of this Report

This agenda item begins the conversation about the inclusion of a Code of Conduct for the Committee on Accreditation to be included in the Committee's Procedures Manual.

Staff Recommendation

This is an information item.

Background

In January, the COA discussed the possibility of adopting a Code of Conduct for Committee members (<http://www.ctc.ca.gov/educator-prep/coa-agendas/2011-01/2011-01-item-16.pdf>).

This agenda item begins the discussion about what should be included in Procedures Manual.

The following language is presented as an initial discussion only of a possible approach to a COA Code of Conduct.

Draft Code of Conduct:

1. Members of the Committee on Accreditation acknowledge that they serve on the Committee as professional, experienced educators, and do not at any time act as a representative of their employer, past or present.
2. Members of the Committee on Accreditation will recuse themselves from any vote on matters, such as accreditation decisions and program approvals, related to any educational institution or other entity before the COA business for which they are employed or have a conflict of interest.
3. Members of the Committee on Accreditation agree to engage in respectful, professional dialogue at all times during COA deliberations and meetings.
4. Members of the Committee on Accreditation may not share information of a confidential nature about any institution during COA deliberations regarding that institution. On the rare occasion that a member believe he or she has information that the COA must have regarding any institution or program, he or she must recuse him/herself from the vote on that institution and speak to the COA as a member of the public. Members of the COA agree to use this option only when absolutely necessary.
5. Members of the Committee on Accreditation agree to discuss concerns related to Committee operations or procedural matters in open public meetings.
6. Members of the Committee on Accreditation agree to discuss concerns about other members of the Committee on Accreditation first with the Co-Chairs of the Committee.

The Co-Chairs will attempt to resolve the matter with the individual COA member in a respectful, confidential manner. If the situation continues and is affecting the work of the Committee, one or both of the COA Co-Chairs may request, in writing, to the Chair of the Commission and to the Executive Director, that the member of the COA be removed.

7. Members of the Committee on Accreditation agree to discuss concerns about staff with the Co-Chairs and the Administrator of Accreditation. The Co-Chairs and the Administrator of Accreditation will then discuss the specific steps that need to be taken to resolve the matter. If the concerns of the COA member are with the Administrator of Accreditation, the Co-Chairs will discuss the matter with the Administrator of Accreditation. If the situation does not improve, the Co-Chairs will take the matter to the Director of the Professional Services Division.

Next Steps

Following COA discussion, staff will revise the language of the proposed Code of Conduct and further discussion will take place at a future COA meeting.